

## EPA Official Record

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**Notes ID:** AEEAA2BB1ACA2E2985257AF500582BD4

**From:** "Clayton Smith" <csmith@demaximis.com>

**To:** Joe Lemay/R1/USEPA/US@EPA

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**Delivered Date:** 01/20/2010 08:33 AM EDT

**Subject:** Re: Woburn - Draft VIA Work Plan Comments - Meeting /Agenda

ATTACHMENT: VI Meeting Agenda.pdf

Joe,

Attached is the proposed meeting agenda and those who are expected to participate on behalf of Grace and UniFirst.

Regards,

Clayton Smith  
de maximis, inc.  
135 Beaver Street  
Waltham, MA 02452  
Office Phone (781) 642-8775  
Cell Phone (781) 929-8427  
csmith@demaximis.com  
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>>> <Lemay.Joe@epamail.epa.gov> 1/19/2010 2:22 PM >>>

Clayton and Tim,

Thanks for the email. I have scheduled a meeting for 9:00 AM - 11:30 AM on Thursday, January 21, 2010, at EPA, Five Post Office Square, Boston, MA, in conference room # R15-043, Mount Washington (15th Floor). Please enter the building via Congress Street entrance. After security, please proceed up the marble stairs to the public elevators and up to the 15th floor. Exit the elevators and the conference room is located across the hallway on the right.

The meeting will need to conclude at 11:30 AM, as other personnel have prior commitments. I hope this meeting will help expedite the submission of final work plans and implementation of field sampling activities. Please note some QA/QC, hydrogeological and risk personnel

will not be available for the meeting. If you have any specific QA/QC or QAPP questions, please send them in written form via email so I can have appropriate personnel review and respond. With regards to your concerns over the time frame to review QAPPs and schedule, EPA personnel and contractors are ready and prepared to review (so the sooner it is submitted, the better). EPA anticipated attendance at the meeting (besides myself) include: Cindy Lewis, EPA; Peter Kahn, EPA (via conference call); Joe Coyne, MassDEP; David Sullivan, TRC; Mike Plumb, TRC; and Diane Silverman, TRC (via conference call).

Please provide us with an agenda/ summary of issues you would like to discuss during the meeting so we have a better idea of your potential concerns.

I have also set up an audio conference bridge for the meeting. The details for the conference bridge are as follows (starting 9:00 AM on January 21st):

Dial-In Number: (617) 918-2826

Password: 629103

Instructions:

1. Give your participants the date and time of the call, your Dial-In Number and your Password.
2. At the specified time, dial your Dial-In Number.  
The conference bridge will answer with  
"Hello, Welcome to the USEPA Region 1 audio conference bridge.  
The use of this bridge is for official EPA business only.  
Please enter your assigned Password now. "  
3. Enter your Password followed by #.  
The conference bridge will respond with either  
"Welcome to your conference. You are the first party to join."  
or  
"Welcome. Your conference is in progress, please announce yourself."  
4. If prompt, announce yourself followed by #.

If you have any questions, please contact me at (617) 918-1323.

Joe-

"Clayton Smith"  
<csmith@demaximi  
s.com>

01/14/2010 02:33  
PM

To  
Joe Lemay/R1/USEPA/US@EPA  
cc  
<tcosgrave@harvardprojects.com>  
Subject  
Woburn - Draft VIA Work Plan

Comments - Meeting

Joe,

We would like to meet with you and your Team to discuss the EPA VIA Work Plan comments dated December 18, 2009. We have coordinated our Team for availability on Thursday, January 21, 2010. We propose to meet at your offices.

Please let me know if this date and time work for you. I will call you shortly to discuss.

Regards,

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Waltham, MA 02452  
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csmith@demaximis.com

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